

Tempe Transportation Center (TTC) – Don Cassano Community Room
200 E 5th Street – 2nd Floor – Tempe, AZ

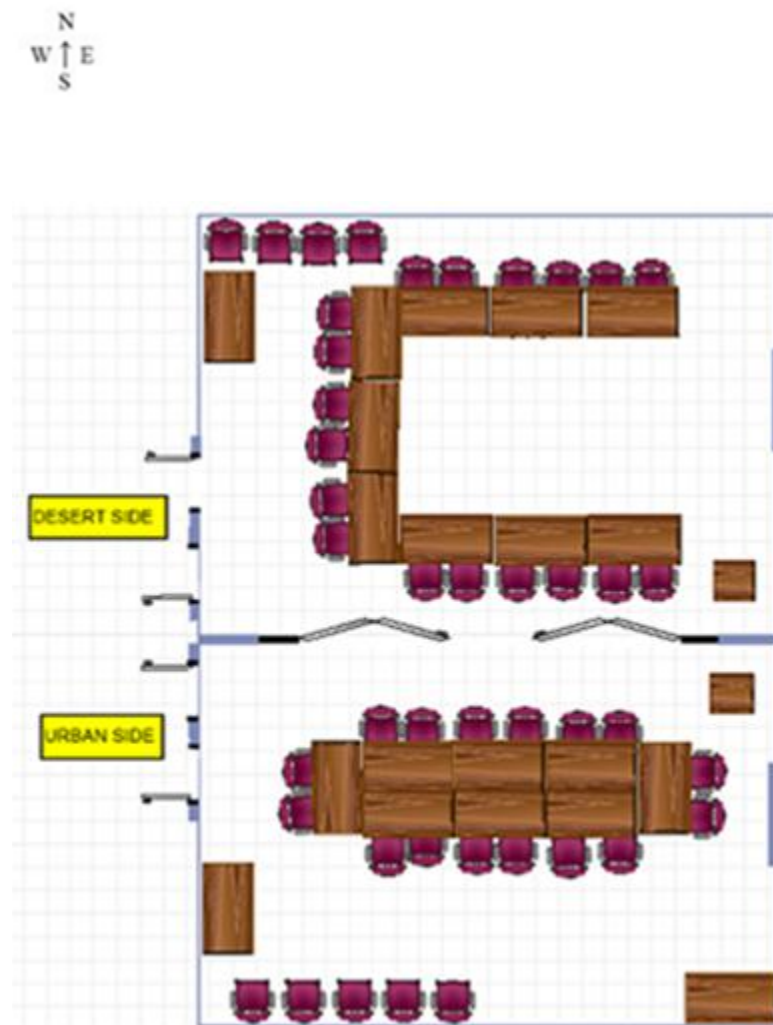
Getting to TTC & Parking: The Transportation Center is the hub for many bus routes and is located at Metro's Veterans Way/College Ave stop. The City Hall Parking Garage is located across the street from the Transportation Center. The first hour is free and \$1.50 for each additional hour with a maximum charge of \$12.00 for the day.

Parking Information: <http://www.millavenue.com/go/city-hall-garage>

Capacity: Approximately 260 (130 for each side)

Tables / Chairs for Each Side of Room: 10 tables / 20 Conference room chairs (per diagram below).
Also available for use: approximately 150 plastic stackable chairs.

Each side of the Community Room is set-up in its standard configuration, please see below. (Drawing not to scale, but pretty close)



Room Set-up: If you are in need of a different set-up than pictured, you may reconfigure your reserved side's furniture as long as it is returned to its original set-up. **No furniture can be stored in the breezeway or fire exits.**

Remove/Add furniture: For non-city employees: Please contact 480-350-2269 for more information.

Food: Box lunch or Buffet style food is permitted, but no fire is permitted (i.e. sternos, tea lights). Loading zones for deliveries are on the north curb on Fifth St. **DO NOT UNLOAD OR PARK IN THE BUS DRIVEWAY.**

Restrooms: Restrooms are located on the first floor next to the Transit Store.

Security: Transit Security is onsite 24/7. When your meeting is taking place the elevators and the community room will be unlocked. The building office doors will be locked.

AV Equipment: The Community Room has:

- Dual projectors and screens. Each side can be independently operated or in unison by the north lectern only. The Desert side has a computer or laptop hookup. The Urban side is laptop hookup only.
- Dual DVD players. Each side can be independently operated or in unison by the north lectern only.
- Dual Overhead Projectors. Each side can be independently operated or in unison by the north lectern only.
- Microphones are on each lectern. Volume is controlled on the lectern screen. On/off button is located on the microphone stem.
- Conference Phone A telephone is available for conference calls as needed. Let your reservation facilitator know that you need a telephone and they will make those arrangements for you.

WHEN YOU TURN OFF THE EQUIPMENT MAKE SURE THE SCREENS RETRACT AND THE PROJECTOR LIGHTS (BLUE) TURN OFF.